

Leasing Policy

Minden-Tahoe Airport

***Douglas County
Nevada***

Adopted Date: February 3, 2011

LEASING POLICY STATEMENT OF PURPOSE

Douglas County, Nevada (County) owns and operates the Minden-Tahoe Airport (Airport) in Minden, Nevada.

The Airport provides a variety of general aviation services to the public. The Airport and businesses thereon offer facilities for sailplanes, propeller fixed wing and turbojet aircraft and helicopters, as well as a variety of commercial aeronautical services provided by private companies. The Airport acts as a stimulus to the local economy through jobs, salaries, business support and access. Flight activities at the Airport include, flight training, air charter, corporate flights, emergency services and private aircraft operations.

Included herein is the Leasing Policy for the Airport. This policy document provides the basic terms and conditions on leasing property at the Airport and the procedures established for the process.

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SECTION I: INTRODUCTION

Douglas County, Nevada (County) owns and operates the Airport as set forth by the Federal Aviation Administration (FAA) by way of its Airport Sponsor Assurances, any airport developed with Federal grant assistance is required to operate for the use and benefit of the public and is to be made available to all types, kinds, and classes of aeronautical activity on fair and reasonable terms and without unjust discrimination. As the Airport's sponsor, the County receives Federal airport development funding. This *Leasing Policy* will assist the County in maintaining compliance with the Airport Sponsor Assurances, as not to jeopardize their ability to obtain future Federal airport development funding, as well as to provide for the fair and equitable treatment of all aeronautical tenants and users. This Policy has further been developed to assist the County in competing fairly with other airports and to maintain fiscal responsibility of the Airport assets entrusted to the County.

The purpose of this document is to set forth a standardized system for the leasing and rental of Airport properties, which will be utilized for future tenants of the Airport, and to assist the County in maintaining compliance with the Federal Aviation Administration (FAA) Policies, Regulations, guidance documents and Advisory Circulars.

SECTION II - LEASING POLICY

This *Leasing Policy* document is intended to provide potential tenants an understanding of the policies and processes used by the County when leasing property, facilities or providing access to the Airport. This document sets forth the parameters for leasing Airport land, or facilities or, accessing Airport property, and has established the following purposes:

- Maintain the public-use Airport in a safe manner to ensure that the County can fulfill their role as required in a emergency response system
- Preserve investments in the Airport and the level of service
- Facilitate orderly management of the Airport
- Ensure provisions of high-quality leasing procedures, services, and consistent quality of facilities
- Provide equitable and uniform treatment of all tenants and users
- Advance qualified aviation-related services on the Airport
- To assist the County in the well-ordered development the Airport
- To ensure compliance with applicable laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application and acceptance of Federal Funds
- Facilitate and foster good relations with all local airport communities and their residents
- Enable conformity with approved Airport Master Plan
- To make the Airport available for public use on reasonable terms without undue discrimination
- Assist the County in maintaining a fee and rental structure with the goal of maintaining financial self-sustainability
- Ensuring managed economic growth by providing access to State, regional, local and national markets

SECTION III – POLICY STATEMENT

The County is committed to the promoting safe operations, providing high-quality airport services and facilities, and continually striving improve the quality of service through innovative approaches and proven industry standards. We will consistently respond to our tenants, users and community needs in an equitable, efficient, and effective manner.

The County is committed to having the Minden-Tahoe Airport be the airport of choice for the region's businesses and travelers by providing a cost effective, safe friendly and enjoyable customer experience. The Airport further support the goals of the County by offering services and support to the region's general aviation and recreational pilots.

SECTION IV - DEFINITIONS

A. Aircraft

(1) Aircraft - any device used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultra-light, balloon, or blimp.

(2) Air Charter or Taxi - the commercial operation of providing air transportation of person(s) or property for hire by either on a charter basis or as an air taxi operator.

(3) Aircraft Fuel - all flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine.

(4) Aircraft Operation - an aircraft arrival at, or departure from, the Airport.

(5) Aircraft Owner - a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

(6) Aircraft Parking and Storage Areas - those hangar and apron locations of the Airport designated by the County for the parking and storage of aircraft.

(7) Aircraft Rental - the commercial operation of renting or leasing aircraft to the public for compensation.

(8) Aircraft Sales - the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

(9) Based Aircraft - an aircraft that the owner physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the aircraft to the Airport for long-term storage.

B. General

(1) *Aeronautical Activity* - any activity or service conducted at the Airport that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations. These activities include, but are not limited to, air taxi and charter operations, aircraft fueling, aircraft storage, flight training, aircraft rental, aircraft sales, aircraft repair and maintenance, and any other activities, that because of their relationship to the operation of aircraft can appropriately be regarded as an “aeronautical activity.”

(2) *Airframe and Power Plant Maintenance* - the commercial operation of providing airframe and power plant services, which includes the repair, maintenance, inspection, constructing, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

(3) *Airport* – the County-owned Airport, and all of the County-owned or leased real or personal property, buildings, facilities and improvements within the boundaries of the Airport, as it presently exists or as it may exist when it is hereafter modified. “Airport” includes all of its facilities as shown on the most current Airport Layout Plan.

(4) *ALP* - the current Airport Layout Plan or drawings available for the Airport.

(5) *Commercial Aeronautical Activity* - the conduct of any aspect of a business, concession, operation, or agency in order to provide goods or services to any person for compensation or hire. An activity is considered a commercial activity regardless of whether the business is nonprofit, charitable, or tax-exempt.

(6) *Commercial Operator (Operator)* - a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the Airport for compensation or hire.

(7) *Exclusive Right* - a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An exclusive right can be conferred either

by express agreement, by the imposition of unreasonable standards or requirements, or by any other means.

(8) General Aviation - all phases of aviation other than aircraft manufacturing, military aviation, and scheduled or non-scheduled commercial air carrier operations.

(9) Minimum Standards - the qualifications or criteria, which may be established by the County as the minimum requirements that shall be met by businesses offering commercial aeronautical activities for the privilege to conduct those activities.

C. Governmental

(1) FAA - the Federal Aviation Administration.

(2) FAR - the Federal Aviation Regulations as published by the FAA.

(3) Airport Manager - the duly appointed Airport Manager, or the Manager's designee.

D. Fueling

(1) Fueling or Fuel Handling - the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft.

(2) Fuel Storage Area - any portion of the Airport designated temporarily or permanently by the County as an area in which gasoline or any other type of fuel may be stored or loaded.

(3) Self-Fueling - the commercial operation of an unmanned stationary fuel tank and dispensing equipment for general use via a card reader. This includes the operations of anyone utilizing this type of equipment to provide fuel for sale or reuse.

(4) Self-Service Fueling - Individuals with approved fuel storage for use in owned aircraft only or individuals dispensing fuel into aircraft they own from portable containers.

E. Lease and Agreements

(1) Lease - the written contract between the County and an Operator or tenant (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

(2) Sublease - the written agreement stating the terms and conditions under which a third party Operator leases space from a Lessee (with written approval from the County) for the purpose of providing aeronautical services at the Airport.

(3) Agreement - the written agreement between the County and an Operator specifying the terms and conditions under which the Operator may conduct commercial aviation activities or access the airport property “through-the-fence”.

(4) Permit - administrative approval issued by the County to a person or company to conduct a commercial aeronautical activity, and provide such services, to based and transient aircraft, only from facilities and locations where such services are authorized.

(5) Person - an individual, corporation, firm, partnership, association, organization, and any other group acting as an entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

F. Commercial Aeronautical Activities

(1) Avionics Sales and Maintenance - the commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

(2) Fixed Base Operator (FBO) - a commercial operator that engages in the activity of aircraft refueling, and additionally has the option to conduct any of the approved secondary activities: airframe and power plant maintenance, flight training, aircraft rental, avionics maintenance and sales, air charter or taxi, and aircraft storage/hangars.

(3) *Flight Training* - the commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings.

(4) *Flying Club* – a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

(5) *Preventive Aircraft Maintenance* - maintenance that is not considered a major aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR 43, except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated fuel lines, and shall, for purposes of these regulations, be considered a major aircraft repair.

(6) *Specialized Aviation Service Operation (SASO)* - an aeronautical business that offers a single or limited service according to established Minimum Standards. Examples of a SASO include, but are not limited to flight training, aircraft maintenance, air charter or taxi, aircraft sales, avionics maintenance and sales, and aircraft storage.

G. Infrastructure

(1) *Airport Operations Area or AOA* - the area of the Airport used for aircraft landing, takeoff, or surface maneuvering including the hangars, navigation, and communication facilities.

(2) *Airpark* – a development or area not located on, but lying adjacent to, and with access to the AOA. Said area may include permanent residences, structures, and taxilanes.

(3) *Roadway* - any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

(4) ***Taxilane*** - the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage areas.

(5) ***Taxiway*** - a defined path established for the taxiing of aircraft from one part of the Airport to another.

(6) ***UNICOM*** - a two-way communication system operated by a non-governmental that provides airport advisory information.

(7) ***Vehicle Parking Area*** - any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

SECTION V - APPLICATION

5.1 Application

Each corporation, person, or business desirous of becoming a commercial tenant at the Airport must complete and submit an application form for review and consideration.

The Airport reserves the right to request from a prospective commercial tenant in written form, at the time of, and as part of its application, the following information and thereafter such additional information as may be required, requested or modified by the Airport Manager or their Designee. Said request may be applied to either new tenants or existing tenants requesting a lease renewal or extension.

As a prerequisite to occupancy on and the granting of commercial operating privileges at the Airport, the prospective Operator must submit a specific, detailed description of the scope of the intended commercial aeronautical activities, and the means and methods to be employed to accomplish the contemplated activities. Required information for commercial aeronautical activities shall include, but not be limited to:

- A. The legal name of the entity filing the Application and its business name (if different).
- B. The name, address, and telephone number of the entity and primary contact person.
- C. The names, addresses, and phone numbers of all owners of 5 percent or more equity interest, management control, or debt in the entity.
- D. The proposed date for commencement of the intended activities and proposed term for conducting same.
- E. A comprehensive listing of all activities proposed to be offered, along with copies of all applicable Federal, State, or local operating certificates and licenses held.
- F. For proposed agreements to lease (or requests for assignment) existing structures or improvements, a description of the size, location, and proposed utilization of office, hangar, tiedowns, and vehicle parking areas to be utilized.

- G. For proposed agreements for lease (or requests for assignment) of unimproved Airport areas, a layout (to scale) of the size, configuration, and location of the property desired to be occupied and a preliminary drawing of the buildings and improvements to be constructed, together with identification of vehicle parking areas. Drawings should be legible and reproducible with clearly defined dimensions. At a minimum, each drawing should be on an 8.5 inch x 11 inch paper and be drawn in ink. The County retains the right to request a metes and bounds legal description of lease property boundaries.
- H. The proposed number of persons to be employed, including the names and qualifications of each management/supervisory person, and specifications as to whether the employees will be full-time, part-time, or seasonal.
- I. The number of aircraft to be utilized in connection with the proposed activities and the make, model, passenger seating capacity, cargo capacity, aircraft registration number, and copies of applicable operating certificates for each aircraft.
- J. The tools, equipment, vehicles, and inventory proposed to be utilized in connection with the intended activities.
- K. A written business plan, including a market analysis, to include a written statement addressing each of the following areas:
 - a. Definition of target markets
 - b. Intended market share
 - c. Promotional marketing techniques
 - d. Description of existing competitors
 - e. Percent of intended sales related to aircraft based on the Airport
 - f. Evidence of support from potential customers, such as surveys, testimonials, and/or related documents
 - g. List of products to be sold or distributed (if any) and a list of manufacturer's or distributor's requirements for obtaining dealership (if applicable)
 - h. List of suppliers, subcontractors, and associates
 - i. List of any proposed subtenants

- i. Business plan shall include process for ensuring all tenants/pilots subtenants and aircraft are registered with the State and procedures for maintaining these records.

5.2 Financial Responsibility

As evidence of the Applicant's financial capability, the prospective operator shall provide a statement from a bank or similar financial institution or from such other source as may be acceptable to the County and readily verified through normal banking channels. The prospective operator must also demonstrate the financial capability to initiate the activities, construct proposed improvements, and provide working capital to perform proposed activities. The demonstration of financial capabilities shall also include cash flow and profit and loss calculations for the first five-years of the operation, a three-year historical profit and loss statement (if applicable), and a current (within 90-days) balance sheet. The County retains the right to request personal guarantees in support of the Lease obligations.

5.3 Experience

The prospective operator shall furnish the County a statement of its past experience in providing the specified commercial aeronautical service for which the application is being made, including resumes of management individuals who will be directly responsible for the proposed operation, together with, business, financial and managerial references. This information must be presented in a form acceptable to the County.

5.4 Bonding and Insuring

The prospective operator shall provide evidence in a form acceptable to the County, of its ability to supply:

- (A) A performance bond in an amount equal to 100 percent of one year's rent and/or fees established and agreed to for conducting the activities and entering into the agreement sought (cash may be used in-lieu of a performance bond).

- (B) A performance bond in the amount equal to the cost for constructing the proposed improvements in a form submitted to the County for approval
- (C) All required insurance coverage as specified and applicable to the Airport.

SECTION VI - GROUNDS FOR DENIAL OF APPLICATION

The County may deny any application for any one (or more) of the following reasons.

- (A) The Applicant's proposed activities, operation, and/or construction would create a safety hazard at the Airport and/or surrounding community.
- (B) The Applicant, for any reason, does not fully meet the qualifications, standards, and requirements of the County. The burden-of-proof shall be on the prospective operator and the standard-of-proof shall be by clear, convincing evidence.
- (C) The granting of the application will require the County to expend funds, or supply labor or materials, in connection with the proposed activity and/or construction that the County is unwilling to spend, or the proposed activity and/or construction will result in a financial loss (or hardship) to the Airport.
- (D) No appropriate, adequate, or available space or buildings exist at the Airport to accommodate the proposed operation of the Applicant at the time of the application, nor is such contemplated within a reasonable time frame.
- (E) The proposed operation, development, and/or construction does not comply with the Master Plan and/or ALP of the Airport in effect at that time, or anticipated to be in effect within the time frame proposed by the Applicant.
- (F) The development or use of the area requested by the Applicant will result in congestion of aircraft or buildings, or will unduly interfere with operations or activities of any present operator on the Airport and/or prevent adequate access to the assigned lease area of any present lessee and/or operator.
- (G) The Applicant has either intentionally or unintentionally misrepresented or omitted material facts in the application or in supporting documents.
- (H) The Applicant has failed to make full disclosure in the application or in supporting documents.

- (I) The Applicant or an officer, director, agent, representative, shareholder, or employee of the Applicant, has a record of violating the rules, regulations, statutes, ordinances, laws, or orders of any other airport, civil air regulation, FAA regulations, or any other rules, regulations, statutes, ordinances, laws, or orders applicable to the Airport.
- (J) The Applicant or an officer, director, agent, representative, shareholder, or employee of applicant has defaulted in the performance of any other agreement.
- (K) On the basis of current financial information, the Applicant does not, in the sole discretion of the County, exhibit adequate financial responsibility or capability to undertake the proposed operation and activities.
- (L) The Applicant cannot or will not provide a performance bond or applicable insurance in the amounts and type required for the proposed activity.
- (M) The Applicant or an officer, director, agent, representative, shareholder or employee of applicant has been convicted of any felony or of a misdemeanor involving moral turpitude.
- (N) Applicant's activities or operations could be detrimental to the Airport.

SECTION VII - GENERAL LEASE PROVISIONS

7.1 Property Lease

Once the County has approved the lease application and the Applicant has read the Minimum Standards, Airport Rules and Regulations, and Leasing Policy, the Applicant shall be provided a Draft Lease for review. This Draft Lease will include, but not be limited to the following details:

1. Description of leasehold (County retains the right to request a metes and bounds legal description)
2. Term of lease
3. All fees and charges associated with occupying and operating on the premises
4. Payment procedures relating to all fees and charges
5. Approved activities
6. Prohibited activities
7. Subleasing requirements
8. Lease assignment provisions
9. Maintenance requirements
10. Restrictions on hazardous substances
11. Default and penalty provisions
12. Remedies on default
13. Vacating the premises procedures
14. Insurance amounts required
15. Names and addresses of responsible parties
16. Reversionary clauses
17. Information on all taxes, liens and utilities
18. Compliance with FAA regulations
19. Aircraft registration requirements/pilot registration
20. Construction or alteration procedures
21. Landscaping
22. Fire Prevention
23. Airport entry onto premises

24. Compliance with laws
25. Termination for Airport development
26. Transfer of Airport ownership
27. Bankruptcy
28. Ingress and Egress to Property
29. Sale of Improvements
30. Lease Renewal Options

7.2 Lease Term

Initial terms for a newly constructed FBO and/or SASO leases will be for thirty-five (35) years (identified as the Base Term), with the potential for two (2) consecutive five (5) year option. Said options shall be at the sole discretion of the County. The County, at its sole discretion, may grant longer terms based upon the proposed capital investment in the property by the tenant. At the expiration of each lease, the County maintains the option of ownership of all leasehold improvements reverting to the County. Alternatively, the County has the option of requiring the tenant to remove any and/or all structures at the tenant's cost.

7.2.1 Lease Renewal Options

In accordance with Section 7.2 above, the County shall have the option to extend the Lease beyond the Base Term, subject to the satisfaction of all of the following conditions and the approval of the County.

- (A) The existing Lease must not be in default
- (B) Any improvements on the Premises must be structurally sound and capable of safe and legal occupancy for the remaining term of the option periods. Lessee will be required to obtain an inspection by a certified structural engineer on building code compliance to verify the condition of the structures. Such individual must be approved by the County in advance.

- (C) File a written notice with the County that the Lessee has complied with (A) and (B) above, and that the Lessee intends to request the option at least 120 days prior to the expiration of the preceding lease term.
- (D) Meet all minimum investment requirements in accordance with any lease or Airport policies.
- (E) The County may refuse the options if any of the stated conditions are not met, or if the County makes a determination that the Premises are required for Airport development. In the event of Airport development, and providing that other suitable land is available, the County may, but is not obligated to, submit an alternative site to Lessee for consideration, with both making good faith effort to negotiate a new lease.

Any renewal options related to a Lease shall be subject to the same conditions as set forth during the Base Term. However, the County maintains the right to adjust any and all rates fees and charges in effect at the time commencement of the option.

7.3 Insurance Requirements

Each tenant shall maintain the types and amounts of insurance as specified in the lease or agreement to adequately cover the respective categories of aeronautical activities and to meet all County insurance requirements. Each tenant shall at all times maintain the following applicable types of insurance, to include commercial general liability, personal injury, contractual liability, vehicular liability, aircraft liability, hangarkeeper's liability, products-completed operations liability, and environmental clean-up liability insurance.

Each tenant shall maintain at all times fire and extended property coverage for all improvements and fixtures on premises in an amount not less than the full replacement cost of same improvements and fixtures. In addition, each tenant, if applicable, shall maintain Worker's Compensation insurance as required by State of Nevada law at all times.

Each tenant shall provide the County with a proof of insurance certificate annually. All insurance policies shall contain indemnification and hold harmless language that covers the County and its

employees, and officers (individually or collectively) as additional insured with respect to liability arising from activities performed.

7.4 Capital Investment Requirements

All applicants for Leases at the Airport shall commit to minimum financial investments both at the commencement and during the term of the Lease. This will ensure that the Airport is developed to its maximum potential, fair and equitable leaseholds are reflected for similar and activities, and the Airport is assured that existing and prospective operators are periodically reinvesting in their facilities to enhance the experience for users of the Airport. Minimum investment requirements may be different for different leaseholds or types of operators, and may differ for new development versus operators utilizing existing leaseholds.

7.5 Ownership Transfer and Lease Assignment

In recognition of the County's continued investment into the Airport, which ultimately benefits any aeronautical activity thereon, a lease transfer or assignment fee equal to two (2) percent of the gross selling price shall be paid to the County in conjunction with any lease transfer or assignment. A transfer shall be construed as any transaction involving twenty-five (25%) percent or more of the ownership or stock in the leasehold entity.

Any commercial aeronautical leaseholder must retain the same ownership structure, as well as a minimum of ninety percent (90%) of the same ownership interests, for a minimum of three (3) years after commencement of the Base Term and any options. If such ownership structure or ownership interests change during the initial three-year period(s), the County shall have the right to void the existing lease agreement and negotiate a new agreement with the new or modified ownership entity at prevailing market terms for land and facilities.

7.6 Minimum Standards and Exclusive Rights

The County owns and operates the Airport, and receives Federal airport development assistance and assumes contractual grant obligations including compliance with the Federal Aviation Administration

(FAA) Advisory Circular 150/5190-7, Minimum Standards For Commercial Aeronautical Activities effective August, 2006. Minimum Standards are developed to provide the threshold entry requirements for those persons desiring to provide commercial aeronautical services to the public at the Airport. The Minimum Standards are established based upon the conditions at the individual Airport or class of airport, the existing and planned facilities at the Airport, and the aviation role of the Airport. The prospective commercial aeronautical operator shall agree to offer the described minimum level of services in order to obtain an agreement, permit, or lease to operate on the Airport. In summary, the Airport's Minimum Standards establish the minimum requirements to be met by individuals and companies for the privilege of providing commercial aeronautical services at the selected Airport. All operators are encouraged to exceed the "minimum" in terms of quality of facilities and/or services.

The FAA policy on exclusive rights prohibits the creation or continuance of agreements at the Airport granting exclusive rights to a single commercial operator or service provider. The FAA concludes that the existence of an "exclusive right" aeronautical activity or a local monopoly at an airport restricts the public use of the airport through the absence of competitive enterprise. The County is prohibited from granting an exclusive right to a single operator the Airport, with a few exceptions. However, it should be noted that a single commercial operator does not represent the granting of an "exclusive right" or monopoly to that operator.

SECTION VIII - COMPETITIVE REQUEST FOR PROPOSAL PROCESS

In order for the County to determine the level of market demand, the County maintains the right to seek competitive proposals at their discretion for property leases. The proposal process will include public notices and information and availability of proposal documents. All Requests for Proposals will be consistent with any and all applicable County policies, and a fair and objective evaluation process will be utilized to select the proposals that best meets the interests of the County's criteria as defined within the proposal documents.

8.1 No Exclusions of Existing Qualified Operators

Current tenants will not be excluded from submitting competitive proposal.

8.2 Proposal Evaluations

Each Request for Proposal will contain specific information regarding the Airport property currently being considered, and all proposals will include requirements for detailed information from the respondents regarding:

- Qualifications
- Capital investment proposed
- Experience in services being offered
- Experience of management personnel
- Proposed services and products
- Financial ability

SECTION IX - APPLICABLE DOCUMENTS

All tenants and prospective tenants are encouraged to become familiar with Airport management documents, which can be obtained by contacting the Airport or County. The following lists of documents are recommended. However, it is recommended that a prospective tenant contact the Airport Manager for information on other pertinent policies regarding proposed tenancy and operations.

- Leasing Policy
- Rules and Regulations
- Master Plan
- Minimum Standards